

# Administrative Procedures Manual



United States Bankruptcy Court  
Western District of Kentucky

(Updated December 1, 2009)

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## **Introduction and Message from the Clerk of Court**

It is our hope that the following Administrative Manual will serve your needs in knowing how to file papers, documents and pleadings. In 2008, the Local Rules Committee agreed that much of the content of our Local Rules was administrative in nature and that to separate the actual rules from the administrative guidance would be very helpful. For one, it would allow the Clerk's Office to make changes and updates more readily than during the normal cycle for revision of Local Rules. It also becomes a "text" of sorts for practicing attorneys and their assistants. We encourage you and your staff to use the Administrative Manual to guide you in your practice and welcome any ideas you might have for improving its content.

Diane S. Robl, Esq.  
Clerk of the United States Bankruptcy Court  
Western District of Kentucky  
502-627-5800

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## Section 1 - Clerk's Office Information

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### 1.1 Official Address of the U.S. Bankruptcy Court-Western District of Kentucky

All petitions, pleadings, and claims in bankruptcy proceedings must be filed with the:  
Clerk of the Bankruptcy Court  
Gene Snyder Courthouse  
601 W. Broadway, Suite 450  
Louisville, Kentucky 40202-2264

### 1.2 Business Hours

- (a) The Bankruptcy Court is open to the public from 8:30 a.m. to 4:30 p.m., Eastern Standard Time, Monday through Friday.
- (b) The Court is closed on all [federal holidays](#).
- (c) The Court may close due to inclement weather or other circumstances and will provide notification on the Court's voice-mail.
- (d) The Case Management Electronic Filing System (CM/ECF) is available 24 hours a day, 7 days a week. Scheduled outages for this system are announced both on the Court's website at [www.kywb.uscourts.gov](http://www.kywb.uscourts.gov) and on the Systems News section of the CM/ECF login in screen.

### 1.3 Emergency Filings, Late or After-hours Filings, Filings by FAX (*For Motions for Emergency/Expedited Relief see Local Rule 7007-1(b)*)

- (a) In the event of technical problems with CM/ECF, the filer must contact the Clerk's office at (502) 627-5700 to request permission to file by alternative method.
- (b) The Clerk's office will direct the method that is most efficient.

### 1.4 Emergency Requests for Bankruptcy Copies by Facsimile

- (a) All documents are available on PACER. For very unusual and rare circumstances permission may be given to send copies by facsimile.
- (b) Copies of filings to be sent by facsimile must be approved in advance by the Clerk of Court or designee.
- (c) Copies of filings to be sent by facsimile may require advance payment of a fee as imposed in the [Bankruptcy Fee Schedule](#).

### 1.5 Telephone Numbers for the Clerk's Office and Chambers

Customer Service	(502) 627-5700
Voice Case Information System (VCIS)	(502) 627-5660 or (800) 263-9385
PACER Service Center	(800) 676-6856
Clerk's Office	(502) 627-5700
Clerk of Court/Chief Deputy Clerk	(502) 627-5800
Adversary Proceedings	(502) 627-5620
Courtroom Services	(502) 627-5600
Financial Manager	(502) 627-5611
Space & Facilities Manager	(502) 627-5775
Operations Manager	(502) 627-5800

TEAM - RED (502) 627-5780

*All Paducah Cases & Louisville Cases ending in 00-50*

TEAM -PURPLE (502) 627-5782

*All Bowling Green and Owensboro Cases & Louisville Cases ending in 51-99*

CHAMBERS:

Chief Judge Joan A. Lloyd (502) 627-5525

Judge David T. Stosberg (502) 627-5575

Judge Thomas H. Fulton (502) 627-5550

1.6 Geographical Divisions - Counties Included in Each Division



Division 1 - Bowling Green

- |            |          |
|------------|----------|
| Adair      | Hart     |
| Allen      | Logan    |
| Barren     | Metcalfe |
| Butler     | Monroe   |
| Casey      | Russell  |
| Clinton    | Simpson  |
| Cumberland | Taylor   |
| Edmonson   | Todd     |
| Green      | Warren   |

### Division 3 - Louisville

Breckinridge  
Bullitt  
Hardin  
Jefferson  
Larue  
Marion

Meade  
Nelson  
Oldham  
Spencer  
Washington

### Division 4 - Owensboro

Daviess  
Grayson  
Hancock  
Henderson  
Hopkins

McLean  
Muhlenberg  
Ohio  
Union  
Webster

### Division 5 - Paducah

Ballard  
Caldwell  
Calloway  
Carlisle  
Christian  
Crittenden  
Fulton

Graves  
Hickman  
Livingston  
Lyon  
McCracken  
Marshall  
Trigg

## 1.7 Other Resources Available

A number of additional resources are available to supplement the Clerk's Office Administrative Manual. A link has been provided below to each of these sites.

- ☛ [Local Rules for the Western District of Kentucky](#)
- ☛ [Joint Civil Local Rules](#)
- ☛ [General Filing Requirement Information](#)
- ☛ [Pro Se Resources](#)
- ☛ [Guide to Filing Bankruptcy without an Attorney](#)
- ☛ [Attorney Quick Reference Guide](#)
- ☛ [U.S. Trustee website](#)
- ☛ [Chapter 13 Trustee website](#)

## Section 2 - Filing Requirements

### 2.1 General Filing Requirements

All pleadings and other papers filed in a case must adhere to the following requirements:

- (a) All petitions must be typewritten;
- (b) All petitions and pleadings including proposed orders must include the name, telephone number, and address of the filer and all parties whose signature is represented on the document aligned with the left side of the page;
- (c) All petitions and pleadings must comply with [Fed.R.Bankr.P. 9037](#) regarding privacy protection for filings made with the Court;
- (d) All petitions, statements of affairs and schedules must:
  - (1) be filed within fourteen (14) days of their execution; or
  - (2) a properly executed amendment must be filed indicating the changes - if any - that have occurred between the date of execution and the date of filing;
- (e) An original of the [petition, lists, schedules and statements](#) under the selected chapter of the Bankruptcy Code must be filed;
- (f) A [matrix of creditors](#) in the form prescribed by the Clerk must be filed;
- (g) All motions, pleadings, proofs of claim and other related matters shall be presented for filing on one-sided pages using white, opaque paper of good quality, 8 ½ X 11 inches in size. Documents should be presented for filing on flat, unfolded paper which is firmly bound at the top by paper clip - not staples. Copies to be returned to the filer may be bound with staples;
- (h) All motions must state the grounds for the relief requested and must include a separate proposed order with sufficient space to accommodate the Judges signature; and
- (i) The Clerk's office has developed a [Quick Reference Guide](#) for attorney's which charts any pleading filed with the Court that has additional filing requirements located in Section 7 of this manual. This chart also lists the ECF category and specific event to use when docketing the pleading and explains the specific procedures that the Court will take when that document is filed.

### 2.2 Dissemination of the Chapter 13 Plan

- (a) The attorney for the debtor must mail copies of the plan to all scheduled creditors.
- (b) Copies of the plan must be mailed no later than fourteen (14) days after the case is filed.
- (c) The attorney for the debtor must certify to the Court that the plan has been mailed within seven (7) days of the mailing.
- (d) Debtor's counsel must include with or on the plan a statement that substantially conforms to the following:

"The above-named debtor(s) has/have filed a Chapter 13 petition in the U.S. Bankruptcy Court for the Western District of Kentucky. If you have not received notice of the filing, you will receive notice within a few days."

### 2.3 Exhibits

Unless otherwise ordered by the Court, all exhibits must be filed electronically.

- (a) **Uniform Designation**



Proposed exhibits, including those appended to requests for admission, interrogatories and depositions, as well as those to be utilized during trial, or hearing, shall be uniformly identified during all phases of the case.

**(b) Method of Designation**

All trial exhibits must be marked as follows:

- (1) Joint exhibits shall be marked "JX" and numbered on white labels;
- (2) Plaintiff's exhibits shall be marked "PX" and numbered on pink labels;
- (3) Defendant's exhibits shall be marked "DX" and numbered on blue labels;
- (4) Third-party exhibits shall be marked "TPX" and numbered on green labels.
- (5) For proceedings involving multiple plaintiffs or multiple defendants - the identification of each exhibit must include:
  - (A) the surname of the individual plaintiff or defendant; or
  - (B) the corporate name of the plaintiff or defendant.

**(c) Advance Marking**

All exhibits must be marked for identification purposes prior to trial or hearing. Blank labels are available upon request from the Clerk.

**(d) List of Exhibits**

Each party must tender to the Court at least fourteen (14) days before a trial of an adversary proceeding or other evidentiary hearing a list of all exhibits the party intends to utilize at trial. The list must include the pre-marked number and a short description of the exhibit.

**(e) Copies for Judge**

Three copies of each document or written exhibit to be tendered during trial or hearing must be filed with the Clerk's office at least seven (7) days before the trial or evidentiary hearing. These copies are in addition to the original exhibits to be submitted into the record at the trial or hearing.

**(f) Disposition of Exhibits (including exhibits to Depositions)**

If any exhibits remain in the custody of the Clerk within three (3) months after the entry of a final order or following a mandate from the Court of Appeals, the Clerk will direct counsel of record to retrieve all exhibits filed. If the exhibits are not claimed within two weeks after notice to counsel of record to retrieve all exhibits filed by them, the Clerk may destroy those exhibits.

## **2.4 Adversary Proceedings**

**(a) Adversary Proceeding Cover Sheet**

If a complaint is not electronically filed, then an [Adversary Proceeding Cover Sheet, \(Form 104\)](#) must be completed and filed with each complaint. Notwithstanding the instructions contained on the cover sheet, more than one block may be checked specifying the nature of the suit.

**(b) Service of Complaint, Scheduling Order and Summons**

If a complaint is not electronically filed, the Clerk will issue three (3) copies of the summons and scheduling order for each defendant to the plaintiff's attorney for service. A copy of the complaint and scheduling order shall be served with the summons within fourteen (14) days from the date of issue.

**(c) Caption of the Complaint**

The caption of all complaints must indicate the nature of the suit. Complaints objecting to the discharge of the debtor shall bear the specific caption "Complaint Objecting to Discharge."

## 2.5 Release of Unclaimed Funds

All unclaimed funds paid into the Court pursuant to [11 U.S.C. § 347\(a\)](#) are deposited into the United States Treasury. The release of these funds requires the following:

### (a) Motion to Withdraw and Disburse Funds

The claimant/filer must submit a [Motion to Disburse Unclaimed Monies, Local Form K](#) and a proposed order to the Clerk which includes:

#### (1) Creditor Information

The name, address, telephone number and a brief history of the creditor, who originally filed the proof of claim. In the history, include information from the time of filing of the claim to the present, and state the reason the funds were not deliverable at the time of the original distribution;

#### (2) Assignment of the Claim Information

Whether the claim has been assigned to the claimant/filer, and, if so, attach copies of all documents of the assignment; and

#### (3) Other Interests in the Funds

Whether or not the claimant/filer believes that any other party may be entitled to the funds; identify the party and state the reason for the other interest.

### (b) Service

Serve the motion, including a certificate of service, upon the U.S. Attorney at the following address:

Office of the U. S. Attorney  
Western District of Kentucky  
510 W. Broadway, 10<sup>th</sup> Floor  
Louisville, KY 40202

### (c) Proof of Identification

Prove the claimant's identity through at least one of the following methods:

(1) If the claimant appears in person provide a birth certificate, unexpired passport, valid driver's license, or original social security card.

(2) If the claimant does not appear in person attach to the motion an affidavit with the certificate and seal of a notary public who has examined the documents presented by the claimant/filer to establish identity. Copies of those documents used to establish identity such as a birth certificate, unexpired passport, valid driver's license, or original social security card may be attached to the affidavit. In order to safeguard personal identifiers, the Clerk may seal from the record any supporting documentation to establish identity.

(3) A corporate representative appearing for the corporation must attach to the motion an affidavit of the Chief Executive Officer that such representative is a duly authorized representative of the corporation. If the creditor/claimant is a successor corporation, documents establishing the chain of ownership of the original corporate claimant must be provided as proof of entitlement to the unclaimed funds. If applicable, proof of sale of the company, new and prior owners, and a copy of the terms of any purchase agreement or stipulation by prior and new owners of right of ownership to the unclaimed funds must be provided. Copies of all documents evidencing assignment must be appended to the motion.

(4) If the claimant is represented by an attorney duly admitted to practice law in this District, the attorney verifies the claimant's identity.

- (5) A representative of a deceased creditor/claimant shall provide certified copies of all probate documents to substantiate the representative's right to act on behalf of the decedent's estate.
- (d) **Additional Proof of Identity/Entitlement to Funds**  
Additional proof of identity or proof of entitlement to funds may be requested by the Clerk's office or Court.
- (e) **Payments Jointly Made to Claimant and Attorney**  
Any payment made to a claimant represented by an attorney will be issued in the name of the claimant and will be mailed to the attorney in care of the claimant unless otherwise ordered by the Court.
- (f) **Corporations May Request Unclaimed Funds Without Local Representation**  
For the purpose of filing a request to recover unclaimed funds, a corporation can make the request on a *pro se* basis.
- (g) **Locator Services Must be Represented by Local Counsel**  
Unless represented by an attorney duly admitted to practice law in this District, locator services may not file requests for release of unclaimed funds on behalf of creditors.

## 2.6 Registry Funds

- (a) **Deposit**  
The deposit of any money into the registry of the Court shall be directed by Court Order. Negotiable instruments tendered for deposit shall be made payable to "Clerk, U.S. Bankruptcy Court" and are accepted subject to collection. Deposited funds shall be invested by the Clerk in accordance with the terms of the court order which shall include:
  - (1) the name, address and telephone number of the person or other entity paying the money into the registry of the Court;
  - (2) the sum of money to be invested and date the money is to be paid into the Court;
  - (3) directions that the funds be deposited by the Clerk in an interest-bearing account in the registry of the Court pursuant to [28 U.S.C. §2041](#); and
  - (4) directions that the Clerk shall deduct from the income earned on the investment a fee, not exceeding that authorized by the Judicial Conference of the United States and set by the Director of the Administrative Office at 10 percent (10%) of the income earned on the investment, whenever such income becomes available for deduction in the investment so held and without further Court Order.
- (b) **Withdrawal**  
The withdrawal of funds in the registry of the Court shall be in accordance with a Court Order. Any Order authorizing disbursement from the registry shall include:
  - (1) the payee's name;
  - (2) address;
  - (3) tax I.D. number; and
  - (4) the dollar amount to be paid.

## Section 3 - Electronic Filing

### 3.1 Eligibility, Registration and Passwords for Electronic Filing

(a) **Eligibility**

Attorneys admitted to the bar of this Court, including those admitted *pro hac vice*, private trustees, U.S. trustees and their assistants, and others as the Court deems appropriate, may register as filers of CM/ECF by submitting an **Electronic Registration Form**, [Local Form D](#).

(b) **Creditors Not Represented**

Creditors who are not represented by counsel may register as filers of CM/ECF for the sole purpose of filing claims, notice of transferred claims, reaffirmation agreements, requests to receive notices and withdrawal of claim by submitting an **Limited User Electronic Registration Form**, [Local Form C](#).

(c) **Consent to Electronic Notice and Service**

Issuance of a password granting access to CM/ECF constitutes express consent by the filer to electronic notice and service, except with regard to service of a summons and complaint under [Fed.R.Bankr.P. 7004](#). Consent to electronic notice applies to notice of the entry of an order or judgment under [Fed.R.Bankr.P. 9022](#).

(d) **Duty to Protect Electronic Filing Password**

Upon completion of the application to register as a filer, the Court will e-mail a log-in name and unique password for use exclusively by the filer and his/her designee. Filers agree to protect the security of their passwords and immediately notify the Clerk if they learn that their passwords have been compromised. Filers may be subject to sanctions for failure to adequately protect their passwords.

(e) **Maintenance of E-mail Addresses**

At all times, filers must maintain their current e-mail addresses in their CM/ECF account.

### 3.2 Entry of Court Orders

(a) **Entry on the Docket**

All orders, decrees, judgments, and proceedings of the Court will be filed in accordance with these rules, which will constitute entry on the docket. All signed orders will be filed electronically by the Court or court personnel.

(b) **Effect of Electronically Signed Orders**

Any order entered electronically with a representation of the Judge's signature has the same force and effect as if the Judge had affixed the Judge's signature to a paper copy of the order.

### 3.3 Electronic Signatures

(a) **Signature for Purposes of Rule 9011**

The filer log-in and password required to submit documents to CM/ECF also serve as a signature for purposes of [Fed.R.Bankr. P. 9011](#), the Local Rules of this Court, and any other purpose for which a signature is required in connection with proceedings before the Court.

(b) **Requirements for Signature Block**

Electronically filed documents must include a signature block which includes:

- (1) the name;

- (2) address; and
- (3) telephone number of the filer.
- (c) **Requirement of “/S” to Denote Signature**  
The name of the filer under whose log-in and password the document is submitted must be preceded by a "/s" and typed in the space where the signature would otherwise appear.
- (d) **Unauthorized Use of Filer Password**  
No filer or other person may knowingly permit or cause to permit a filer's password to be used by anyone other than an authorized agent of the filer.

### **3.4 Notice of Court Orders and Judgments**

- (a) **Requirements for Notice and Service by Clerk**  
Immediately upon the entry of an Order or Judgment in CM/ECF, the Clerk will transmit to filers in the case, in electronic form, a notice of electronic filing which constitutes the notice required by [Fed.R.Bankr.P. 9022](#).
- (b) **Notice and Service by Clerk for Non-Electronic Filers**  
The Clerk must give notice to a person who has not consented to electronic service in paper form in accordance with the [Federal Rules of Bankruptcy Procedure](#).
- (c) **Notices to Debtors**  
The Clerk shall only serve orders to a debtor that gives notice required under [Fed.R.Bankr.P. 2002](#), which includes but is not limited to the following:
  - (1) orders setting a hearing;
  - (2) orders of dismissal and conversion;
  - (3) orders of discharge; and
  - (4) orders of confirmation.

### **3.5 Technical Failures**

A filer whose filing is made untimely as the result of a technical failure may seek appropriate relief from the Court through a motion and order, except in the case of filing a Notice of Appeal or Dischargeability Complaint.

### **3.6 Public Access**

- (a) **Electronic Access to Court Information**  
Any person or organization may access CM/ECF at the Court's Internet site at [www.kywb.uscourts.gov](http://www.kywb.uscourts.gov) after obtaining a PACER log-in and password.
- (b) **Limitations to Electronic Access to Court Information**  
Those who have PACER access but who are not filers may retrieve docket sheets and documents, but they may not file documents.
- (c) **Transcripts and Exhibits**  
All transcripts and exhibits must be filed electronically unless impractical. Filers shall contact the Court for alternate filing instructions for voluminous exhibits.

(d) **Prohibition against Use of Information Inconsistent with Privacy**

Information posted on CM/ECF must not be downloaded for uses inconsistent with the [privacy concerns](#) of any person.

**3.7 Public Computer Terminal**

A computer terminal is available in the Customer Service area of the Louisville office - Room 450 - of the Clerk's Office for electronic filing by filers.

## Section 4 - Listing of Service Addresses

### 4.1 United States Agencies

If a debt is owed to the United States, other than for taxes, notice must be mailed to the department, agency or instrumentality of the United States through which the debtor became indebted. The proper addresses for service are :

<b>Internal Revenue Service</b> P.O. Box 21126 Philadelphia, PA 19114	<b>U. S. Dept. of Education</b> San Francisco Service Center 50 United Nations Plaza San Francisco, CA 94102
<b>U. S. Small Business Administration</b> 600 Dr. Martin Luther King, Jr. Place Room 188 Louisville, KY 40202	<b>Veterans Administration</b> Centralized Accounts Receivable Section P. O. Box 1930 St. Paul, MN 55111
<b>U. S. Dept. of Labor - OSHA</b> Attn: Area Director Federal Building, Room 108 330 W. Broadway Frankfort, KY 40601	<b>U. S. Dept. of Labor - Mine Safety and Health</b> Civil Penalty Compliance Office Attn: Compliance Officer 1100 Wilson Blvd. Arlington, VA 22209
<b>U. S. Dept. of Housing and Urban Development</b> Attn: Chief Counsel 601 West Broadway Louisville, KY 40202	<b>Defense Finance &amp; Accounting Services - GAC/IN</b> COL 215G-1 8899 E. 56 <sup>th</sup> St. Indianapolis, IN 46249-0160
<b>U. S. Dept. of Health and Human Services</b> - <i>(all divisions other than Social Security Administration, and generally if division not designated)</i> Office of General Counsel Room 700E, Hubert Humphrey Bldg. 200 Independence Avenue, S.W. Washington, D.C. 20201	<b>U. S. Army Corps of Engineers</b> 600 Dr. Martin Luther King, Jr. Place P. O. Box 59 Louisville, KY 40202

<i>(for farm loans, ASCS &amp; CCC - County Office where loan originated)</i> <b>Farm Service Agency</b> <b>f/k/a Farmers Home Administration</b> U. S. Dept. of Agriculture Attn: State Executive Director 771 Corporate Dr., Suite 200 Lexington, KY 40503-5477	<i>(for rural housing loans)</i> <b>Rural Economic &amp; Community Development Services</b> <b>f/k/a Farmers Home Administration</b> U. S. Dept. of Agriculture Attn: State Executive Director 771 Corporate Dr., Suite 200 Lexington, KY 40503-5477
<b>U. S. Dept. of Health &amp; Human Services - Social Security Administration</b> District Manager of local area where person resides	

**4.2 Address for U. S. Attorney - WDKY**

For the Western District of Kentucky, notice shall be served on the U. S. Attorney at:

**Office of the U. S. Attorney**

**Western District of Kentucky**

For: (name of the agency through which the debtor became indebted)

510 W. Broadway, 10<sup>th</sup> Floor

Louisville, KY 40202

**4.3 For Federal Agencies not Listed Above**

(a) For any federal agency not listed, serve the U.S. Attorney for the Western District of Kentucky and the office of the agency through which the debtor became indebted.

(b) The above addresses shall also be used for service as required under [Fed.R.Bankr.P. 7004\(a\)\(4\) and \(5\)](#), and Local Rule 9014, in addition to the required service upon the Attorney General at:

**Attorney General**

**U.S. Department of Justice**

Constitution Avenue & 10th Street, NW

Room 5111

Washington, DC 20530



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## Section 5 - The “Flat Fee” in Chapter 13 Cases

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### 5.1 The Amount of the “Flat Fee”

Effective January 1, 2009, the “flat fee” is \$2,750.00 for cases in which the amount being paid into the plan is \$10,000.00 or more. For cases in which the total amount being paid into the plan is less than \$10,000.00, the “flat fee” is \$1500.00.

### 5.2 Services and Responsibilities Covered by the “Flat Fee”

Pursuant to Local Bankruptcy Rule 2012-1, the “flat fee” includes, but is not limited to, the following services and responsibilities:

1. Meeting with clients prior to the filing of the bankruptcy petition;
2. Running a credit report to ensure that all debts are listed;
3. Gathering all documents necessary to comply with the Chapter 13 Order to the Debtors;
4. Preparing the Chapter 13 petition;
5. Preparing [Official Form B22C, Statement of Current Monthly Income and Calculation of Commitment Period and Disposable Income](#);
6. Ensuring that the debtor(s) complete credit counseling;
7. Filing the petition, schedules, plan, matrix, and credit counseling certificate with the Court;
8. Filing a Motion to Extend the Automatic Stay, if necessary;
9. Filing a Motion to Strip Off Junior Lien, if necessary;
10. Escrowing pre-petition Chapter 13 plan payments for turnover to the Trustee at the Section 341 Meeting;
11. Reviewing all claims filed in the case prior to the Section 341 Meeting;
12. Attending the Section 341 Meeting - resolving objections to confirmation, representing the client, and working out any issues with the Chapter 13 Trustee so that the debtor and the trustee can present a confirmable plan to the Court;
13. Attending the Confirmation Hearing, if necessary;
14. Completing work necessary to amend the Order of Confirmation, if necessary;
15. Filing objections to claims, if necessary;
16. Performing responsibilities related to annual compliance with Local Bankruptcy Rule 6070-1(e); and
17. Taking required action regarding the debtors’ discharge, including filing the Financial Management Course Certificate and the Certification of Plan Completion and Request for Discharge.

### 5.3 Services and Responsibilities Not Covered by the “Flat Fee”

The Chapter 13 “flat fee” does not cover events that will not happen in each Chapter 13 case and which are, to that extent, unexpected. These events include, but are not limited to, the following:

1. Appearing at show cause hearings for failure to make plan payments;
2. Defending or proposing motions which are not filed in all Chapter 13 cases, including stay motions, motions to dismiss, motions to modify the plan under [U.S.C. §1329](#), motions to suspend plan payments, and motions to increase or decrease plan payments.

## Section 6 - Local Forms Index

(In Compliance with Bankruptcy Rule 9009-1)

Forms	Titles
<a href="#"><u>A</u></a>	Appendix to Motion for Relief From Stay Chapter 13 Real Property
<a href="#"><u>B</u></a>	Certificate of Service and Notice of Amendment to Schedules
<a href="#"><u>C</u></a>	ECF - Limited Use/Claim Password Registration Form
<a href="#"><u>D</u></a>	ECF - Attorney Registration Form
<a href="#"><u>E</u></a>	Motion and Order by Secured Creditor for Abandonment of Property
<a href="#"><u>F</u></a>	Motion and Order to Suspend Payments
<a href="#"><u>G</u></a>	Motion and Order to Incur Credit Post-Confirmation
<a href="#"><u>H</u></a>	Motion and Order to Redeem Property
<a href="#"><u>I</u></a>	Motion and Order to Avoid Lien
<a href="#"><u>J</u></a>	Motion and Order to Limit Noticing Requirements
<a href="#"><u>K</u></a>	Motion and Order to Disburse Unclaimed Monies
<a href="#"><u>L</u></a>	Schedule of Allowed Claims
<a href="#"><u>M</u></a>	Motion and Order to Strip Off a Junior Lien
<a href="#"><u>N</u></a>	Motion and Order to Extend Time for Credit Counseling
<a href="#"><u>O</u></a>	Motion and Order for Exemption From Credit Counseling
<a href="#"><u>P</u></a>	Motion and Order for Exemption from Financial Management Instructional Course
<a href="#"><u>Q</u></a>	Chapter 13 Certification of Plan Completion and Request for Discharge
<a href="#"><u>R</u></a>	Chapter 13 Certification of Debtor Information Regarding Request for Hardship Discharge
<a href="#"><u>S</u></a>	Chapter 11 Certification of Plan Completion and Request for Discharge
<a href="#"><u>T</u></a>	Chapter 11 Certification of Debtor Eligibility Regarding Request for Discharge Prior to Completion of Plan Payments
<a href="#"><u>U</u></a>	Chapter 11 Certification and Request for Entry of Final Decree
<a href="#"><u>V</u></a>	Chapter 12 Certification of Plan Completion and Request for Discharge

<u>W</u>	<b>Chapter 12 Certification of Debtor Information Regarding Request for Hardship Discharge</b>
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## **Section 7 - Attorney Quick Reference Guide**

The Clerk's office has developed a [Quick Reference Guide](#) for attorney's which charts any pleading filed with the Court that has additional filing requirements. This chart also lists the ECF category and specific event to use when docketing the pleading and explains the specific procedures that the Court will take when that document is filed. Refer to pages 20 - 36 of this manual for the Quick Reference Guide.

# Filing Requirements Quick Reference Guide

**IMPORTANT NOTE:** All documents filed with the Court must comply with the basic compliance guidelines. The pleadings listed on this chart reflect those with additional requirements.

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
<b>AGREED MOTION TO ABANDON</b>	<ul style="list-style-type: none"> <li>* Signature/electronic signature of all parties</li> <li>* MUST include the signature of the Trustee</li> </ul>	<p><b>Category:</b> Motions/Applications</p> <p><b>Event:</b> Agreed Motion to Abandon</p> <p><b>NOTE:</b> <i>If the Agreed Motion to Abandon also includes a request for Relief from Stay, you must also select Agreed Motion for Relief from Stay by holding down the CTRL key</i></p>	Pleading will be noticed for objections for a period of 14 days
<b>AGREED MOTION TO PAY CREDITOR</b>	<ul style="list-style-type: none"> <li>* Pleading must not indicate that upon failure to comply, the Court will enter an Order Terminating Stay</li> </ul>	<p><b>Category:</b> Motions/Applications</p> <p><b>Event:</b> Agreed Motion to Pay</p>	Pleading will be routed to the Judge
<b>AGREED MOTION FOR RELIEF FROM STAY</b>	<ul style="list-style-type: none"> <li>* Signature/electronic signature of all parties</li> </ul>	<p><b>Category:</b> Motions/Applications</p> <p><b>Event:</b> Agreed Motion for Relief from Stay</p> <p><b>NOTE:</b> <i>If the Agreed Motion for Relief from Stay also includes a request for Abandonment, you must also select Agreed Motion to Abandon by holding down the CTRL key.</i></p>	Pleading will be routed to the Judge <b>UNLESS</b> the Agreed Motion also requests Abandonment. If abandonment is requested, pleading will be noticed for Objections for a period of 14 days

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
<b>AMENDMENT TO SCHEDULES</b>	<p><b><u>Amendments to Schedules D, E or F</u></b>            * Substantial compliance with <a href="#">Local Form B</a>            * Certificate of Service to any affected parties            * When adding a creditor or modifying a creditors name and/or address, the document must contain language stating that the 341 notice has been served on all affected creditors            * If the case is an asset case, amendment must include language notifying any additional creditors of the 90 day time period in which the creditor may file a proof of claim            * Filing fee if appropriate (refer to <a href="#">Fee Chart</a>)</p> <p><b><u>Amendments Debtors name or addition of an alias for the debtor</u></b>            * Certificate of service to all creditors</p> <p><b><u>Change of address for creditor</u></b>            * Certificate of service to any affected creditors</p>	<p><b>Category:</b> Miscellaneous  <b>Event:</b> Amended Schedules</p>	
<b>AMENDMENT TO SOCIAL SECURITY NUMBER</b>	<p>* Certificate of service to all creditors</p>	<p><b>Category:</b> Miscellaneous  <b>Event:</b> Amendment to Social Security Number</p>	

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
<b>AMENDED PLAN</b>	<ul style="list-style-type: none"> <li>* Certificate of service to all creditors</li> <li>* Must be filed pre-confirmation (unless directed otherwise by Order of the Court)</li> </ul>	<b>Category:</b> Plan <b>Event:</b> <i>Select the appropriate Chapter</i> Amended Chapter 11 Plan Amended Chapter 11 Small Business Plan Amended Chapter 12 Plan Amended Chapter 13 Plan	
<b>APPLICATION FOR COMPENSATION</b>	<p><b><u>CHAPTER 13</u></b>  * Motion and resulting order</p> <p><b><u>CHAPTER 7,11,12</u></b>  * Applying professional must be employed in the case  * A professional may only apply every 120 days  * Must include all information required per <a href="#">Federal Bankruptcy Rule 2016</a> including:  <ul style="list-style-type: none"> <li>* A detailed Statement of Services rendered (an Itemization is required <b>only</b> if the requesting party is an attorney, and fee is not a contingency fee)</li> <li>* A detailed Statement of Expenses incurred, if applicable</li> <li>* The amounts requested</li> </ul> <b><u>Chapter 11 cases also require:</u></b>  * A detailed Biography for attorney services, or must reference biographies filed with a previous application</p>	<p><b>Category:</b> Motions/Applications -  <b>Event:</b> Compensation-13</p> <p><b>Category:</b> Motions/Applications -  <b>Event:</b> Compensation-7, 11, 12</p>	<p><b><u>All Chapters</u></b>  If the amount requested is \$1,000 or less, the pleading will be routed to the Judge</p> <p><b><u>Chapter 7,11,12</u></b>  If the amount requested is more than \$1,000, the pleading will be noticed for objections for a period of 21 days</p> <p><b><u>Chapter 13</u></b>  If the amount requested is more than \$1,000, the pleading will be noticed for objections for a period of 14 days</p>
<b>APPLICATION TO EMPLOY</b>	<ul style="list-style-type: none"> <li>* If the person to be employed is an attorney, a declaration by the attorney must be submitted</li> </ul>	<b>Category:</b> Motions/Applications <b>Event:</b> Employ	Pleading will be noticed for objections for 21 days

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
APPLICATION TO PROCEED IN FORMA PAUPERIS	* Must substantially comply with <a href="#">Official Form B3B</a>	<b>Category:</b> Motions/Applications <b>Event:</b> In Forma Pauperis	Pleading will be routed to the Judge
CERTIFICATE OF CHANGES TO THE MAILING MATRIX (CONVERTED CASE ONLY)	*Must include a list of any additions, deletions, or address changes, or should certify that no changes are necessary.  * Filer is to upload any additional creditors through Creditor Maintenance	<b>Category:</b> Miscellaneous <b>Event:</b> Certificate of Changes to the Mailing Matrix (Converted Case ONLY)	
CERTIFICATE OF CREDIT COUNSELING	* Must be issued by an approved <a href="#">Credit Counseling agency</a> *Must include the following information: * Certificate number * Name of the Debtor * Statement that the credit counseling/briefing has been completed	<b>Category:</b> Miscellaneous <b>Event:</b> Certificate of Credit Counseling	
CERTIFICATION OF PLAN COMPLETION AND REQUEST FOR DISCHARGE	* Substantial compliance with <a href="#">Local Form Q</a> * Financial Management Course Certificate or an Order Exempting Debtor from Financial Management Training must have been filed	<b>Category:</b> Miscellaneous <b>Event:</b> Certification of Plan Completion and Request for Discharge	Pleading will be noticed for objections for a period of 14 days
CHANGE OF ADDRESS	* If being filed by the debtor for another party, must include a certificate of service to the affected parties.	<b>Category:</b> Miscellaneous <b>Event:</b> Change of Address	
DEBTOR'S REBUTTAL OF PRESUMPTION OF ABUSE	*Must include a description of special circumstances.	<b>Category:</b> Miscellaneous <b>Event:</b> Debtor's Rebuttal of Presumption of Abuse	



PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
<b>FINANCIAL MANAGEMENT COURSE CERTIFICATE</b>	<ul style="list-style-type: none"> <li>* Must be issued by an approved <a href="#">Debtor Education agency</a></li> <li>* Must include the following information: <ul style="list-style-type: none"> <li>* Certificate number</li> <li>* Name of the Debtor</li> <li>* Statement that the financial management course has been completed</li> </ul> </li> </ul>	<b>Category:</b> Miscellaneous <b>Event:</b> Financial Management Course Certificate	
<b>MOTION FOR ABANDONMENT</b>	<ul style="list-style-type: none"> <li>* Substantial compliance with <a href="#">Local Form E</a></li> <li>* Certificate of service to the debtor's attorney</li> <li>* Motion and order must contain a specific list of the affected property</li> <li>* Filing fee if appropriate (refer to <a href="#">Fee Chart</a>)</li> </ul> <p><b>NOTE:</b> <i>May not be applicable in all Chapters</i></p>	<b>Category:</b> Motions/Applications <b>Event:</b> Request for Abandonment	<b><u>Chapter 7 cases</u></b> Pleading will be noticed for objections for a period of 14 days
<b>MOTION FOR ACCESS TO TAX DOCUMENTS</b>	Must contain the following information: <ul style="list-style-type: none"> <li>*description of the movant's status in the case</li> <li>*description of the specific tax information sought</li> <li>*statement indicating that the information cannot be obtained by the movant from other sources</li> <li>*statement showing a demonstrated need for the tax information</li> </ul>	<b>Category:</b> Motions/Applications <b>Event:</b> Access to Tax Documents	Pleading will be routed to the Judge
<b>MOTION TO AMEND ORDER OF CONFIRMATION</b>	<ul style="list-style-type: none"> <li>* Must detail the modification</li> </ul>	<b>Category:</b> Motions/Applications <b>Event:</b> Amend Order of Confirmation	Pleading will be noticed for objections for a period of 21 days

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
<b>MOTION TO AVOID LIEN</b>	<ul style="list-style-type: none"> <li>* Substantial with <a href="#">Local Form I</a></li> <li>* Certificate of Service to the affected creditor</li> <li>* Must include the clause notifying the creditor of the 14-day objection period</li> <li>* Motion and order must contain a specific list of the affected property</li> </ul> <p><b>NOTE:</b> <i>May not be applicable in all chapters</i></p>	<p><b>Category:</b> Motions/Applications</p> <p><b>Event:</b> Avoid Lien - Other Than Household Goods</p> <p style="text-align: center;"><b>OR</b></p> <p>Avoid Lien on Household Goods 522(f)(1)(B)(i)</p>	<p><b><u>Chapter 7</u></b> Pleading will be noticed for objections for a period of 14 days UNLESS the case was reopened for the purpose of filing a Motion to Avoid Lien. In these instances, the Motion to Avoid Lien will be set for hearing</p> <p><b><u>Chapter 13</u></b> If applicable, pleading will be set for hearing</p>

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
<b>MOTION TO BORROW (OR INCUR CREDIT POST- CONFIRMATION)</b>	<p><b><u>Chapter 11 and 12 cases:</u></b> * Motion and resulting order</p> <p><b><u>Chapter 13 cases:</u></b> * Substantial compliance with <a href="#">Local Form G</a> <b>UNLESS</b> the motion is a request to pay off the Chapter 13 plan. Otherwise: Must include the following information:  <ul style="list-style-type: none"> <li>* Amount of loan</li> <li>* Interest rate</li> <li>* Term of loan and amount of installment payment</li> <li>* Purpose of loan (if loan is for the purchase of a home, disclose source of downpayment/closing costs and attach copy of contract to motion</li> <li>* State that plan payments are current</li> <li>* Budget information (if case is over 1 year old - a new budget may be attached or debtor may indicate that he/she relies on a previous budget, e.g., that filed at time of confirmation)</li> </ul> </p>	<p><b>Category:</b> Motions/Applications <b>Event:</b> Borrow</p>	<p><u>Chapter 11 and 12 cases</u> Pleading will be forwarded to the Judge</p> <p><u>Chapter 13 cases</u> If the amount borrowed is \$500 or less OR if the proceeds pay off the plan, pleading will be forwarded to the Judge</p> <p>If the amount borrowed exceeds \$500, pleading will be noticed for objections for a period of 14 days</p>
<b>MOTION TO CONTINUE 341 MEETING</b>	<p>* If motion is being filed by the debtor after the scheduled date for the 341 meeting because debtor failed to appear, an affidavit from the debtor is required</p> <p>* Order should not include blanks for the date/time of the continued meeting or a specific date/time for continuance</p>	<p><b>Category:</b> Motions/Applications <b>Event:</b> Continue Meeting of Creditors</p>	<p>Pleading will be routed to the Judge</p>

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
<b>MOTION TO CONVERT</b>	<p>* A new petition (including all required schedules and forms, and, if applicable, Official Form 22) must be filed either at the time the motion is filed, or within 14 days of the date of conversion. <b><i>DO NOT USE CASE UPLOAD TO FILE A CONVERSION PETITION.</i></b> The converted petition must be filed using the event “Schedules” under the Miscellaneous category.</p> <p><b>IMPORTANT NOTE:</b> It is not necessary to file another Statement of Social Security Number form with a converted petition if the Statement has previously been filed in the case. If the Statement of Social Security Number is filed for a converted the document MUST NOT be included as part of the PDF petition, but must be docketed as a separate ECF event (See <a href="#">Statement of Social Security Number</a>)</p> <p>*If additions or changes to the current mailing matrix are required, a Certificate of Changes to the Mailing Matrix listing only those changes or additions (a new matrix should not be filed) should be docketed at the time of filing of the petition for the new chapter. Docket using the ECF event “Certificate of Changes to the Mailing Matrix (Converted Case ONLY)” located under the Miscellaneous category</p> <p>*Filing fee if appropriate (refer to <a href="#">Fee Chart</a>)</p>	<p><b>Category:</b> Motions/Applications  <b>Event:</b> <i>Select the appropriate Chapter</i>  Convert Case to 11 from ANY Chapter  Convert Case to 12 from ANY Chapter  Convert Case to 13 from 11  Convert Case to 13 from 12  Convert Case from 13 to 7  Convert Case to 7 from 11  Convert Case to 7 from 12  Convert Case to 7 from 13</p> <p><b>-- OR --</b></p> <p>For Notices of Conversion ONLY  APPLIES FOR CONVERSIONS FROM  CHAPTER 13 TO CHAPTER 7</p> <p><b>Category:</b> Miscellaneous  <b>Event:</b> Notice of Voluntary  Conversion to Chapter 7  from Chapter 13</p>	Pleading will be routed to the Judge

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
<b>MOTION FOR EXEMPTION FROM CREDIT COUNSELING</b>	* Substantial compliance with <a href="#">Local Form O</a>	<b>Category:</b> Motions/Applications <b>Event:</b> Exemption from Credit Counseling	Pleading will be noticed for objections for a period of 14 days
<b>MOTION FOR EXEMPTION FROM FINANCIAL MANAGEMENT COURSE</b>	* Substantial compliance with <a href="#">Local Form P</a>	<b>Category:</b> Motions/Applications <b>Event:</b> Exemption from Financial Management Course	Pleading will be noticed for objections for a period of 14 days
<b>MOTION TO EXTEND TIME FOR CREDIT COUNSELING</b>	* Substantial compliance with <a href="#">Local Form N</a>	<b>Category:</b> Motions/Applications <b>Event:</b> Extend Time for Credit Counseling	Pleading will be routed to the Judge
<b>MOTION FOR HARDSHIP DISCHARGE</b>	If case was filed on or after 10/17/2005: <ul style="list-style-type: none"> <li>• Must be accompanied by the Certification of Debtor Information Regarding Request for Hardship Discharge (<a href="#">Local Form R</a>)</li> <li>• The Financial Management Course Certificate must have been filed in the case OR an Order Exempting Debtor from Financial Management must have been entered OR a Motion for Exemption from Financial Management Training must be pending in the case</li> </ul>	<b>Category:</b> Motions/Applications <b>Event:</b> Hardship Discharge	Pleading will be set for hearing

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
<b>MOTION TO MODIFY PLAN</b>	<ul style="list-style-type: none"> <li>* Must detail the modification</li> </ul>	<b>Category:</b> Motions/Applications <b>Event:</b> Modify Plan	<u>Chapter 11 and 12 cases</u> Pleading will be forwarded to the Judge  <u>Chapter 13 cases</u> Pleading will be noticed for objections for a period of 21 days.
<b>MOTION TO REDEEM</b>	<ul style="list-style-type: none"> <li>* Substantial compliance with <a href="#">Local Form H</a></li> <li>* Certificate of service to creditor</li> <li>* Must include a clause notifying creditor of the 15-day objection period</li> </ul>	<b>Category:</b> Motions/Applications <b>Event:</b> Redeem	Pleading will be noticed for objections for a period of 14 days
<b>MOTION FOR REFUND OF UNCLAIMED MONEY</b>	<ul style="list-style-type: none"> <li>* Substantial compliance with <a href="#">Local Form K</a></li> </ul>	<b>Category:</b> Motions/Applications <b>Event:</b> Refund Unclaimed Monies	Pleading will be routed to the Judge
<b>MOTION FOR RELIEF FROM STAY</b>	<ul style="list-style-type: none"> <li>* Certificate of Service to attorney unless pro se. If pro se, Certificate of Service to the debtor</li> <li>* Description of related property or purpose for relief from stay must be listed in the body of the motion</li> <li>* Filing fee (Refer to <a href="#">Fee Chart</a>)</li> </ul> <p><b><u>Additional Requirements for Chapter 11 and 13 cases:</u></b></p> <ul style="list-style-type: none"> <li>* Copy of proof of claim (or claim listed on claims register)</li> <li>* CHAPTER 13 ONLY - If related property is real property, must include Appendix to Motion for Relief from Stay - Chapter 13 Real Property (<a href="#">Local Form A</a>)</li> </ul>	<b>Category:</b> Motions/Applications <b>Event:</b> <i>Select the appropriate Chapter</i> Relief from Stay-Chapter 7 Relief from Stay - Chapter 11,12,13	<u>Chapter 7</u> Pleading will be noticed for objections for a period of 14 days  <u>Chapter 11, 12, 13</u> Pleading will be set for hearing

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
<b>MOTION FOR RELIEF FROM CO-DEBTOR STAY</b>	<p>* Certificate of Service to attorney unless pro se. If pro se, Certificate of Service to the debtor</p> <p>* Description of related property or purpose for relief from stay must be listed in the body of the motion</p> <p><b><u>Additional Requirements for Chapter 11 and 13 cases:</u></b></p> <p>* Copy of proof of claim (or claim listed on claims register)</p> <p>* CHAPTER 13 ONLY - If related property is real property, must include Appendix to Motion for Relief from Stay - Chapter 13 Real Property (<a href="#">Local Form A</a>)</p>	<p><b>Category:</b> Motions/Applications</p> <p><b>Event:</b> <i>Select the appropriate Chapter</i> Relief from Co-Debtor Stay - Chapter 7 Relief from Co-Debtor Stay - Chapter 11,12,13</p>	<p><u>Chapter 7</u> Pleading will be noticed for objections for a period of 14 days</p> <p><u>Chapter 11, 12, 13</u> Pleading will be set for hearing</p>
<b>MOTION FOR RELIEF FROM STAY AND ABANDONMENT</b>	<p>* Certificate of Service to attorney unless pro se. If pro se, Certificate of Service to the debtor</p> <p>* Description of related property or purpose for relief from stay must be listed in the body of the motion.</p> <p>* Filing fee (Refer to <a href="#">Fee Chart</a>)</p> <p><b>NOTE:</b> <i>Abandonment may not be applicable in all Chapters</i></p>	<p><b>Category:</b> Motions/Applications</p> <p><b>Event:</b> <i>Select the appropriate Chapter</i> Relief from Stay - Chapter 7 Relief from Stay - Chapter 11,12,13</p> <p style="text-align: center;"><b>AND</b></p> <p style="text-align: center;">Request for Abandonment</p> <p style="text-align: center;"><i>Hold down the CTRL key and select both</i></p>	<p><u>Chapter 7</u> Pleading will be noticed for objections for a period of 14 days</p>

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
<b>MOTION TO REOPEN CASE</b>	<ul style="list-style-type: none"> <li>* Motion only, unless party requests (in this motion or by separate motion/order) that fee be deferred or waived, and then motion and order</li> <li>* Filing fee is required, unless accompanied by motion to defer/waive filing fee or the purpose of reopening is to file an adversary proceeding under <b>727 or 523 only</b> or to file a motion for contempt (Refer to <a href="#">Fee Chart</a>)</li> </ul>	<b>Category:</b> Motions/Applications <b>Event:</b> <i>Select the appropriate Chapter</i> Reopen Chapter 11 Case Reopen Chapter 12 Case Reopen Chapter 13 Case Reopen Chapter 7 Case	Pleading will be routed to the Judge
<b>MOTION TO SEPARATE</b>	<ul style="list-style-type: none"> <li>* Copy of the voluntary petition (pages 1-2 only)</li> <li>* New matrix for the debtor who wishes to separate in PDF format</li> <li>* Filing Fee (Refer to <a href="#">Fee Chart</a>)</li> </ul>	<b>Category:</b> Motions/Applications <b>Event:</b> <i>Select the appropriate Chapter</i> Separate Chapter 11 Case Separate Chapter 12 Case Separate Chapter 13 Case Separate Chapter 7 Case	Pleading will be routed to the Judge
<b>MOTION TO STRIP OFF A JUNIOR LIEN</b>	<ul style="list-style-type: none"> <li>* Substantial compliance with <a href="#">Local Rule 3012-1</a></li> <li>* Substantial compliance with <a href="#">Local Form M</a></li> </ul>	<b>Category:</b> Motions/Applications <b>Event:</b> Strip Off Junior Lien-Real Property	Pleading will be set for hearing
<b>MOTION TO SUSPEND PAYMENTS</b>	<ul style="list-style-type: none"> <li>* Substantial compliance with <a href="#">Local Form F</a></li> </ul> Must include the following information: <ul style="list-style-type: none"> <li>* Dates of suspension</li> <li>* State if plan payments are current or specify arrearage</li> <li>* State terms of the Chapter 13 plan</li> <li>* If plan is currently set for sixty months, must provide information as to how debtor plans to make up the suspended payments</li> <li>* Detailed reason for suspension</li> </ul>	<b>Category:</b> Motions/Applications <b>Event:</b> Suspend Plan Payments	<p>If suspension is for one month and does not exceed 3 months, pleading will be noticed for objections for a period of 14 days.</p> <p>If suspension is less than 1 month or exceeds 3 months, pleading will be routed to the Judge</p>



PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
<b>NOTICE OF OVERRIDE OF PREFERRED CREDITOR ADDRESS</b>	* Must clearly list address to be used in lieu of national preferred address.	<b>Category:</b> Miscellaneous <b>Event:</b> Notice of Override of Preferred Address	
<b>NOTICE TO SUBSTITUTE ATTORNEY</b>	* The signature of the attorney who <b>did not</b> file the document in ECF must be represented by either a scanned or electronic signature	<b>Category:</b> Miscellaneous <b>Event:</b> Notice to Substitute Attorney	
<b>OBJECTION TO CLAIM</b>	* Pleading stating reason for objection and resulting order	<b>Category:</b> Motions/Applications <b>Event:</b> Objection to Claim	Pleading will be noticed for objections for a period of 21 days
<b>OBJECTION TO CONFIRMATION OF PLAN</b>	* Pleading stating reason for objection	<b>Category:</b> Plan <b>Event:</b> Objection to Confirmation of Plan	Pleading will be addressed at the confirmation hearing
<b>OBJECTION TO EXEMPTION</b>	* Pleading stating reason for objection and resulting order	<b>Category:</b> Motions/Applications <b>Event:</b> Objection to Exemption	Pleading will be set for hearing

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
<b>SCHEDULE OF ALLOWED CLAIMS</b>	<ul style="list-style-type: none"> <li>* Due 120 days from the original 341 meeting date</li> <li>* Must include the name and case number of the debtor</li> <li>* Information regarding the allowance of the claims, including the name, address, and amount of all creditors/claims that are being allowed (pleading may be filed on claims register form or other form with no cover sheet, given that this information is supplied)</li> <li>* No address information is needed for claims which have an indication of See O/C, Objection Filed, or other statement indicating that the claim is not being addressed by the Schedule of Allowed Claims</li> </ul>	<b>Category:</b> Miscellaneous <b>Event:</b> Schedule of Allowed Claims	
<b>STATEMENT OF CURRENT MONTHLY INCOME AND MEANS TEST</b> (Chapter 7)	* Substantial compliance with <a href="#">Official Form 22A</a>	<b>Category:</b> Miscellaneous <b>Event:</b> Statement of Current Monthly Income and Means Test - Ch 7	
<b>STATEMENT OF CURRENT MONTHLY AND DISPOSABLE INCOME</b> (Chapter 13)	* Substantial compliance with <a href="#">Official Form 22C</a>	<b>Category:</b> Miscellaneous <b>Event:</b> Statement of Current Monthly and Disposable Income - Ch 13	
<b>STATEMENT OF CURRENT MONTHLY INCOME-CH 11</b>	* Substantial compliance with <a href="#">Official Form 22B</a>	<b>Category:</b> Miscellaneous <b>Event:</b> Statement of Current Monthly Income-Ch 11	
<b>STATEMENT OF SOCIAL SECURITY NUMBER</b>	* Substantial compliance with <a href="#">Official Form B21</a>	<b>Category:</b> Miscellaneous <b>Event:</b> Statement of Social Security Number	

PLEADING	REQUIREMENTS	ECF MENU SELECTION - BANKRUPTCY EVENT	COURT PROCEDURE
<b>WITHDRAWAL OF CLAIM</b>	* Pleading must be appropriately styled and formatted * Attaching a PDF copy of the proof of claim is not acceptable	<b>Category:</b> Claim Actions <b>Event:</b> Withdrawal of Claim	